

Register of Deeds

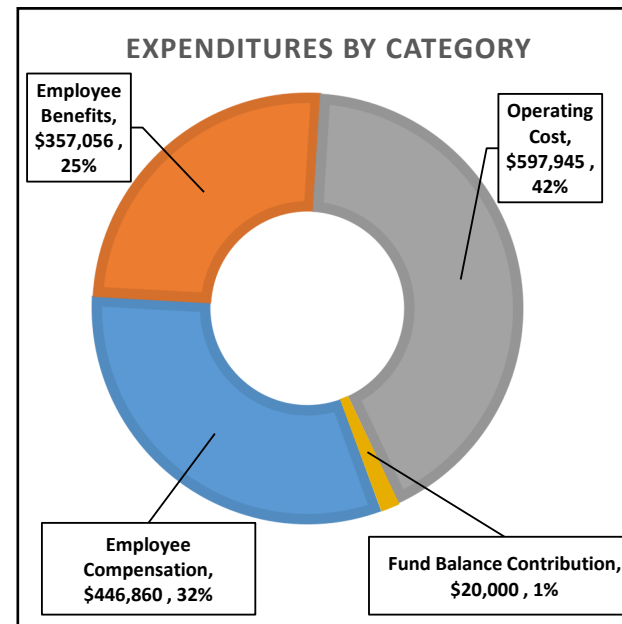
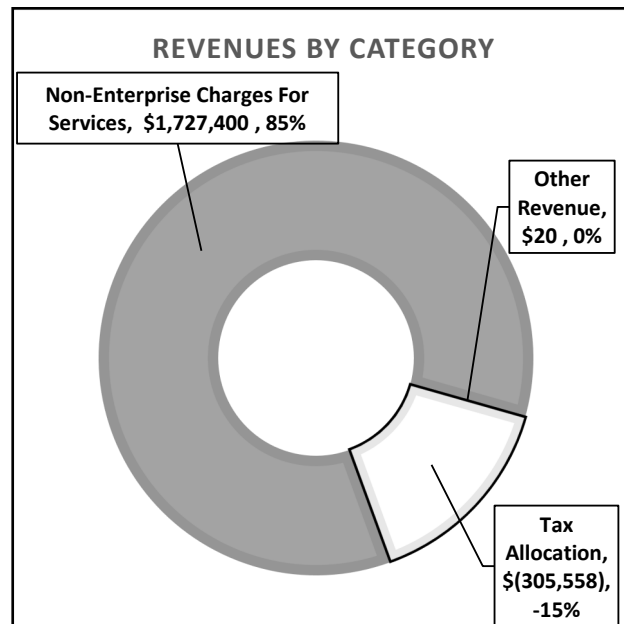
Service Area Budget in Brief

FY 2018 Adopted Register of Deeds Budget \$1,421,862

Service & Budgetary Highlights:

- Ongoing training and education
- Multiple eRecording stations to handle high volume
- Options for joining Passport Acceptance Program
- Preservation and rebinding

FTE By Division	Budgeted Expenditures By Division	Expenditures by Fund
Register of Deeds 10.48	Register of Deeds \$1,421,862	Automation Enhancement Fund \$120,000 General Governmental Fund \$1,301,862



Register of Deeds

Service Area Detail

Service Area Mission

Provide exceptional customer service to the residents of Union County and preserve and protect all real estate and vital records in a manner that ensures integrity, completeness, accuracy and safekeeping.

Service Area Services Provided

- The Register of Deeds is responsible for maintenance, integrity and safekeeping of all public records in accordance with North Carolina State Law. The Register of Deeds is composed of two operational teams: Real Estate and Vital Records.
- Real Estate - Records, scans and indexes all documents related to real property, estate planning, assumed names for new businesses, and plats according to North Carolina General Statutes and North Carolina Association of Register of Deeds (NCARD) Minimum Standards for Indexing Real Property Instruments. Provides ongoing protection of records for future use as well as preserving old books and paper copies.
- Vital Records - Records, scans, indexes and issues all birth certificates, death certificates, marriage certificates and licenses, administers notary oaths and records DD-214 (military discharges). Works closely with Health Department and NC Vital Records in Raleigh. Provides ongoing protection of records for future use as well as preserving old books and paper copies.

Service Area FY 2018 Discussion

- Integrate multiple eRecording stations in Real Estate in order to handle the increasing volume due to the CFPB (Consumer Finance Protection Bureau) procedures.
- Research possible options for joining the Passport Acceptance Program.
- Preservation and rebinding of Deed Books and vital records.
- Ongoing training and educating staff with changes made by legislation, as well as renewals of certifications.

Service Area Analysis

The overall change in Register of Deeds budget is due to the expected increase in the revenue based on current trends.

Service Area Summary

Revenue by Category		Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Revised FY 2017	Adopted FY 2018	\$ Change FY 2017 - 18	% Change FY 2017 - 18
4500	Non-Enterprise Charges for Services	-1,387,484	-1,165,218	-1,196,424	-1,216,682	-1,312,800	-1,727,400	-414,600	31.58%
4820	Other Revenue	9,897	-5,186	2,612	-1,851	-80	-20	60	-75.00%
	Total Revenue	-1,377,587	-1,170,404	-1,193,812	-1,218,533	-1,312,880	-1,727,420	-414,540	31.57%
	Total Register of Deeds	-1,377,587	-1,170,404	-1,193,812	-1,218,533	-1,312,880	-1,727,420	-414,540	31.57%
Expenditure by Division		Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Revised FY 2017	Adopted FY 2018	\$ Change FY 2017 - 18	% Change FY 2017 - 18
418	Register of Deeds	1,007,066	1,044,181	1,107,590	1,247,459	1,339,960	1,421,862	81,902	6.11%
	Total Expenditures	1,007,066	1,044,181	1,107,590	1,247,459	1,339,960	1,421,862	81,902	6.11%
	Total Register of Deeds	-370,521	-126,223	-86,222	28,926	27,080	-305,558	-332,638	-1228.35%

Service Area FTE Summary

Full-Time Equivalent by Status		Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Revised FY 2017	Adopted FY 2018	\$ Change FY 2017 - 18	% Change FY 2017 - 18
Full-Time		9.00	10.00	10.00	10.00	10.00	10.00	0.00	0.00%

Register of Deeds

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Full-Time Equivalent by Status	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Revised FY 2017	Adopted FY 2018	\$ Change FY 2017 - 18	% Change FY 2017 - 18
Temp-Part-Time	0.48	0.48	0.48	0.48	0.63	0.48	-0.15	-23.81%
Total Register of Deeds	9.48	10.48	10.48	10.48	10.63	10.48	-0.15	-1.41%

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Program Detail

Program Mission

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Expenditure by Sub-Program	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Revised FY 2017	Adopted FY 2018	\$ Change FY 2017 - 18	% Change FY 2017 - 18
28110 Real Estate	895,228	895,374	992,590	1,204,014	1,233,160	866,406	-366,754	-29.74%
28111 Vital Records	0	0	0	0	0	435,456	435,456	0.00%
28112 Automation/Enhancement	111,838	148,807	115,000	43,445	106,800	120,000	13,200	12.36%
Total Expenditures	1,007,066	1,044,181	1,107,590	1,247,459	1,339,960	1,421,862	81,902	6.11%
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